**Neha Aggarwal**

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**Seeking opportunities in the financial service sector with a growth oriented organization**

**CAREER OUTLOOK**

* **Graduate (B.Com) with 5.2 years** of experience into **Back End Operations & Reconciliation** within the Financial Service Sector. Has been worked with **Fidelity Business Services India Pvt. Ltd**., Gurgaon as **Senior Associate in Banking & Reconciliation Department.**
* Successfully executed the **Process Transitioning** for Bank Reconciliation Department from UK, Additional Reconciliation Activities DC (Defined Contributions)-**BRS reconciliations & DC Ledgers** - December'09
* Successfully executed the **Process Transitioning** for Pricing reconciliation Department from UK, Additional Reconciliation Activities PPE(Provider pricing error) – **Pricing Recs keying & PPE** – August’12
* **Creating Weekly/Daily/Monthly MI** published to the top level management.This also involves analyzing aged items and planning for their resolution. Preparing & presenting various weekly/monthly MIS reports pertaining to the process.
* **Daily sign off’s** for the work processed and the payments going out for any platform.
* Creating **COO’s pack** at the month end for o/s items.

**ORGANISATIONAL SCAN**

**Dec 08 – Jan 14 Fidelity Business Services India Pvt. Ltd., Gurgaon**

**Senior Associate – Banking, Reconciliations & Controls**

Looking after the Onshore & Offshore and Ledger Areas of the Business, Prominent being the **16 Offshore Currencies and 1 Onshore currency.**

**Key Deliverables as Senior Service Associate in Bankrecs:**

* Develop & produce management information reports and snapshots.
* Synchronizing and arranging movement of monies between bank accounts (sweeps) and ledgers.
* Manage a smooth month end financial closing, quarterly review, year end closing review and submission of the month end reports & information accordingly
* Act as principal team representative on projects (“subject matter expert”)
* Develops and maintains knowledge of all systems, processes and procedures relating to the department, ensuring updated procedure documentation is maintained
* Daily reconciliation of all bank accounts and control ledgers
* Update and maintain the ledgers, including recoding reasons for outstanding items over a set period.
* Create cashbook keying for reconciliation purposes.
* Investigation and analysis of outstanding items in the accounts
* Coordinate the resolution of outstanding items with other departments like Cash-match, Central Banking Unit and Controls and settlements.
* Preparation of Client money daily statistics.
* Money movements across Client and settlement bank accounts to address any shortfall / surpluses and avoid potential breaches.
* Produce reconciliation reports of o/s items and their ageing, also including action steps for reconciliations.
* Imparting training to the new joiners.

**Key Deliverables as Senior Service Associate in Asset recs & Pricing recs:**

* Daily reconciliation of asset reconciliation and pricing recs.
* Creating PDFs documentation for the reconciliation between Fidelity & the third party provider.
* Processing third party provider payments as per the agreed settlement dates.
* Preparation of daily stats for o/s items in queue.
* Daily sign off’s for GFNW or UKFNW payments.
* Creating COO’s pack at the month for the o/s items.

**Key Projects Handled:**

* T’5 Project / With held Money/RDRs(cancelled deals)
* D96 issues/ EMX issues(FNW Differences b/n Fidelity and Provider’s data)
* Unclaimed Client Assets
* Client monies regulated under Financial Service Authority

**TRAINING & WORKSHOPS UNDERGONE**

* Client Money Workshop
* Identity, Theft & Fraud Training Course
* Risk Culture Workshop
* Code of ethics
* Protecting the trust
* Data Protection
* Anti money Laundering workshop
* Bribery and corruption

**ACADEMIC CREDENTIALS**

* MBA from NIBM
* Bachelor of Commerce from M.D. University,2008
* Schooling from Children’s academy, Dehradun affiliated to CBSE board,2005

**IT Forte: Conversant with MS Office (MS Word, Excel & PowerPoint)**

**Application: JDE , AS400 and Internet Applications**

**Hobbies & Interest**

* Painting & Cooking

**Extra curricular activities**

* Received awards in the painting competitions such as T-shirt making, drawing competitions, rangoli competitions, dia designing etc.
* Received awards in craft activities such as wall hanging competitions, waste material etc.
* Initiated weekly team bonding exercises (indoor games)
* Participated in cultural dance performances.

**Personal Dossier**

Date of Birth : 07 April 1988

Present Address. : C/o P.C. Chugh (Adv)

Ward no. 10,

New Adarsh colony

Suratgarh

Rajasthan-335804

Marital Status : Married